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Communications



AIR FORCE COMPUTER SYSTEMS MANUALS

NOTICE: This publication is available digitally. Contact your Publishing Distribution Office (PDO) for the monthly CD-ROM or access to the bulletin board system. The target date for discontinuing paper publications is December, 1996.

This Air Force instruction (AFI) implements Air Force Policy Directive (AFPD) 33-1, *Command, Control, Communications, and Computer (C4) Systems*, and prescribes the publication, printing, and distribution of Air Force computer systems manuals. It applies to all Air Force military and civilian personnel and Air Force contractors who develop, use, operate, or maintain Air Force computer systems. Commands will not supplement Air Force computer systems manuals. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to Headquarters Air Force Command, Control, Communications, and Computer Agency, Doctrine, Policy, and Procedures Branch (HQ AFC4A/XPPD), 203 West Losey Street, Room 1065, Scott AFB IL 62225-5224.

SUMMARY OF REVISIONS

★This instruction updates references from Standard Systems Center (SSC) to Standard Systems Group (SSG) and changes the office of primary responsibility (OPR) from AFC4A to SSG.

1. Responsibilities.

1.1. The Standard Systems Group. SSG exercises functional control over all Air Force computer systems manuals that deal with the operation, use, and implementation of computer systems. It certifies and approves all standard computer systems manuals which SSG publishes. SSG will:

1.1.1. Determine the method of identifying and numbering computer systems manuals and develop, coordinate, and ensure their publication. Computer systems manuals will use the appropriate functional series numbers found in AFI 37-160, Volume 6, *The Air Force Publications and Forms Management Programs--Numbering Publications*.

1.1.2. Prepare and send to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113, announcements for the *Air Force Publishing Bulletin* (AFPB) of new or revised publications indexed in Air Force Index (AFIND) 27, *Numerical Index of Air Force Computer Systems Manuals*.

1.1.3. Get funding for the publication of all Air Force computer systems manuals that it publishes.

1.1.4. Act as the approval authority for all Air Force computer systems manuals that it publishes. The publications will reflect the current authentication element of Headquarters United States Air Force, DCS/Command, Control, Communications, and Computers (HQ USAF/SC).

1.1.5. Make sure all Air Force computer systems manuals it develops use the standard format prescribed in AFI 37-160, Volume 1, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*.

1.1.6. Publish AFIND 27 at least semiannually (January and July).

1.1.7. Establish, maintain, and dispose of record sets as required by AFI 37-160, Volume 1 and Air Force Regulation (AFR) 4-20, Volume 2, *Disposition of Air Force Records--Records Disposition Schedule* (will become Air Force Manual [AFMAN]37-139), for the manuals it publishes.

1.1.8. Distribute two copies of all Air Force standard computer systems manuals to distribution list addressees and furnish the remainder to the Air Force Publishing Distribution Center (AFPDC).

Supersedes: AFI 33-122, 16 January 1995.
OPR: SSG/SSQMD (SSgt Brian Bennett)

Certified by: HQ USAF/SCXX (Lt Col George L.
Fiedler)
Pages: 3/Distribution: F

1.1.9. Provide series and sequence numbers to major commands (MAJCOM) and agencies for Air Force computer systems manuals not published by SSG.

1.2. Revisions to Air Force Computer Systems Manuals. SSG will revise publications as needed.

1.2.1. If an immediate change is necessary, SSG will issue an interim message change followed by a revision to the manual according to AFI 37-160, Volume 1, Chapter 3.

2. Air Force Computer Systems Manuals Published by Major Commands and Other Agencies. MAJCOMs and agencies, other than SSG, will contact SSG/ENSD, 201

E. Moore Drive, Maxwell AFB, Gunter Annex AL 36114-3004, for assignment of functional series, sequence number, and title, when they need to publish an Air Force computer systems manual. MAJCOMs and other agencies are responsible for:

2.1. Providing SSG with necessary publication information to request SAF/AAIP to include in the AFPB.

2.2. Funding and publishing their Air Force computer systems manuals.

2.3. Establishing, maintaining, and disposing of record sets as required by AFI 37-160, Volume 1 and AFR 4-20, Volume 2.

JOHN S. FAIRFIELD, Lt General, USAF
DCS/Command, Control, Communications, and Computers

GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

References

AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*
AFI 37-160, Volume 1, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*
AFI 37-160, Volume 6, *The Air Force Publications and Forms Management Programs--Numbering Publications*
AFIND 27, *Numerical Index of Air Force Computer Systems Manuals*
Air Force Publishing Bulletin (AFPB)

Abbreviations and Acronyms

AFC4A—Air Force Command, Control, Communications, and Computer Agency, Scott AFB IL
AFI—Air Force Instruction
AFIND—Air Force Index
AFMAN—Air Force Manual
AFPB—Air Force Publishing Bulletin
AFPD—Air Force Policy Directive
AFPDC—Air Force Publishing Distribution Center, Baltimore MD
DCS—Deputy Chief of Staff
IMC—Interim Message Change
MAJCOM—Major Command
OPR—Office of Primary Responsibility
SSG—Standard Systems Group, Maxwell AFB, Gunter Annex AL